



Australian Bureau of Statistics

1406.0.55.004 - Technical Manual: Managing ABS Confidentialised Unit Record Files (CURFs): a Step by Step Guide, Aug 2009

Latest ISSUE Released at 11:30 AM (CANBERRA TIME) 24/08/2009 Ceased

We are improving the support material for Microdata on our website and as such this product is outdated and should not be used.

For information on access and conditions of use please refer to the User Manual: Responsible Use of ABS CURFs (cat. no.1406.0.55.003).

This guide helps you gain ABS approval to access ABS CURF Microdata. It steps you through the processes of applying for both individual and organisational access. It is written for new organisations, CURF Individual Users, Contact Officers and Responsible Officers and explains the roles and responsibilities of each.

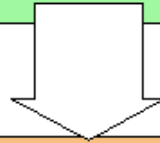
This guide presents its information in discrete chapters, each of which will be updated as the processes it covers change. This is to facilitate our continued improvement of all Microdata related operations.

This guide does not cover every aspect of the CURF process and should be read in conjunction with the other CURF Microdata web pages. For further information or assistance, please use our CURF Contacts.

Applying for a CURF - a brief summary

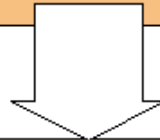
Organisation

Head of organisation completes and signs a Responsible Officer Undertaking and nominates a Contact Officer
Contact Officer forwards the Responsible Officer Undertaking to the ABS



ABS Response

ABS registers the Organisation in MiCRO, its online CURF registration system

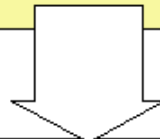


Individual User - joining an organisation

Applicant registers in MiCRO and applies to join their organisation

Applicant completes and signs a Personal Deed of Undertaking and forwards to the ABS

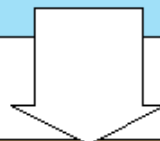
Contact Officer authenticates that the individual applicant is associated with their organisation in MiCRO



Individual User - CURF applications

Applicant completes and signs a Request for Access to a CURF in MiCRO and forwards to their organisation's Contact Officer for endorsement

Contact Officer for endorses this Request for Access to a CURF and forwards to the ABS in MiCRO



ABS Response

ABS evaluates applications

Approved Individual Users are supplied with RADL access where appropriate, and/or with CURFs on CD-ROM via their Contact Officer

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When your organisation is applying for CURF access for the first time

A Responsible Officer must be nominated for each organisation. The Responsible Officer must be a Vice-Chancellor, Deputy Vice-Chancellor or Pro Vice-Chancellor (for Universities), the Secretary of Department or equivalent (for government departments), or the CEO, Managing Director or company secretary (for private organisations).

A Responsible Officer Undertaking form (ROU1) is required from each organisation to enable the organisation to access CURFs, and to support individuals to access CURFs. This form also requires the Responsible Officer to appoint a Contact Officer, to ensure appropriate management and use of CURF Microdata within their organisation, and to liaise with the ABS on all CURF Microdata related matters.

Forward your Responsible Officer Undertakings to:

Assistant Director
Microdata Access Strategies Section (MASS)
Australian Bureau of Statistics
Locked Bag 10
Belconnen ACT 2616

We will then register the organisation, Responsible Officer, and Contact Officer to MiCRO (the online CURF registration system) and send user ids and passwords to the Contact Officer by mail. Guidance in the use of [MiCRO](#) is provided in the linked web page.

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Individual Users

Role

CURF Individual Users access CURF Microdata in accordance with their signed Personal Deed of Undertaking in order to fulfil a specified and approved Statistical Purpose.

Responsibilities

As an approved Individual User, you agree to:

- use CURF Microdata only for the statistical purpose approved by the ABS
- not attempt to identify particular persons or organisations – in particular, not to match, with or without using identifiers, the microdata with any other list of persons or organisations
- keep CURF Microdata secure and not disclose microdata to any other person or organisation, other than
 - members of your organisation who have been approved by the ABS to have individual access to the CURF, or
 - where you are retained as a consultant by a 'third party' organisation for an approved statistical purpose, members of that third party organisation who have been approved by the ABS to have individual access to the CURF
- adhere to all ABS directions and system constraints when using RADL
- participate in the ABS CURF Annual Renewals
- not attempt to access the microdata after
 - the term of your authorisation expires
 - your authorisation is rescinded by the organisation which provided it, or
 - you cease to be a member of that organisation, and
- surrender access to a CURF upon completion of the specific statistical purpose for which access was approved.

In addition, Individual Users must:

- read the Responsible Access to ABS CURFs Training Manual and other written material regarding CURF access conditions
 - familiarise themselves with the RADL User Guide before accessing the Remote Access Data Laboratory (RADL), and
 - upon leaving your organisation
 - inform the ABS, through your Contact Officer, so that your RADL access can be disabled, and
 - surrender all copies of CURFs on CD-ROM in your possession to your Contact Officer.
- Please note, previously approved Individual Users who move to another organisation and wish to access CURFs must again apply for access as described below.*

Steps to follow when applying for CURFs

1. Read and follow the instructions of the Responsible Access to ABS CURFs Training Manual.
2. Use MiCRO, the ABS online CURF registration system to complete and submit all required Deeds of Undertaking and requests for CURF access. This web page also includes guidance in the use of MiCRO.

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Contact Officers

Role

CURF Contact Officers are appointed by their Responsible Officer to ensure appropriate management and use of CURF Microdata within their organisation, and to liaise with the ABS on all CURF Microdata related matters.

Responsibilities

As your organisation's Contact Officer, your main responsibilities are:

- supporting the head of your organisation in fulfilling the role described in the [Responsible Officer](#) chapter of this Guide
- helping applicants for CURF access fulfil the role described in the [Individual Users](#) chapter of this Guide
- managing your organisation's CURFs on CD-ROM by:
 - retaining master copies in your sole possession (accessible to a Secondary Contact Officer if appropriate)
 - providing copies of such masters to the Individual Users approved to access them
 - upon cessation of use of a CURF, returning the master CD-ROM to the ABS, and destroying all other copies of that CURF, and
 - reclaiming all copies from Individual Users leaving your organisation
- maintaining records of your organisation's CURFs, and of the Individual Users accessing them
- ensuring removal of Remote Access Data Laboratory (RADL) access:
 - for Individual Users no longer requiring such access (for example, at the completion of their statistical purpose), and
 - in the event of Users leaving the organisation also advising the ABS of their departure, and
- where relevant to your organisation, arrange payment for organisational access to each new CURF.

When your organisation has a new Responsible Officer

Forward your Responsible Officer Undertaking to:

Assistant Director
Microdata Access Strategies Section (MASS)
Australian Bureau of Statistics
Locked Bag 10
Belconnen ACT 2616

We will then register the new Responsible Officer to MiCRO and send the user id and password to the Contact Officer by mail. Guidance in the use of [MiCRO](#) is provided in the linked web page.

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RESPONSIBLE OFFICERS

Role of the Responsible Officer

The Responsible Officer accepts ultimate legal responsibility for their organisation's use of ABS CURF Microdata, undertaking to ensure all Individual Users within the organisation comply with ABS conditions of CURF access.

Responsibility

As your organisation's Responsible Officer, you will appoint a Contact Officer to act on your behalf in ensuring appropriate management of the use of CURF Microdata by your organisation and to liaise with the ABS on all CURF Microdata related matters.

How to become a CURF Responsible Officer

1. Read the Responsible Access to ABS CURFs Training Manual.
2. Complete and sign a CURF Responsible Officer Undertaking (ROU1) .
3. Pass the completed ROU1 to your Contact Officer for submission to the ABS.

Our Responsible Officer - Quick Links provide further help in completing these steps, and in managing your organisation's ongoing use of ABS CURFs.

New Responsible Officer

If the person occupying the CURF Responsible Officer role in your organisation has changed, a new Responsible Officer Undertaking needs to be completed by their successor.

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Consultants

Are you applying for CURF access in order to undertake consultancies for third parties (that is, for organisations other than your own)? If so, you are now required to register as an [Individual User](#). Additionally, please indicate in [MiCRO](#) when completing your application that you are undertaking such a consultancy. A flag is provided in the relevant electronic form for this purpose.

Sponsoring Organisations

As consultants are now required to register as Individual Users within their own organisation, the ABS no longer requires the organisation for which they are undertaking the consultancy to be approved for CURF use. The 'Sponsoring Organisation' concept is therefore now redundant.

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This guide provides users of ABS microdata with an overview of the process of applying for CURFs, and information about managing CURF access and data. The guide is written for CURF Individual Users, Contact Officers, Responsible Officers, and Consultants and their Sponsoring Organisation. It explains the roles and responsibilities of each.

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